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Chief, Personnel Branch, A&M

16 December 1947

Executive for Administration and Mgt.

Phasing Out of Administrative Personnel

1. Reference is made to memorandum from your assistant dated 9 December on the above subject. It is desired that action be initiated to endeavor to reduce the military administrative overhead of CIA to the numbers indicated below by 31 March 1948.

	<u>Army</u>	<u>Navy</u>	
	<u>Officers</u>	<u>E.M.</u>	<u>E.M.</u>
Hq. Det.	1	1	
Commun. Div. (OSO)	2	1	
ORE (NEG)		1	
Naval Command	—	—	1
Total	3	3	1

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2. It is desired to retain [redacted] on duty with CIA and change his assignment designation from administrative to operational. He will be charged against the allocation of operational personnel of ORE, preferably to the Plans and Policy Staff. It is not intended, however, that he be moved from the dispensary and incorporated into ORE physically until further instructions are given from this office.

3. It is further desired to phase out the enlisted man assigned to ORE (NEG) not later than 30 June 1948. If the replacements for military administrative personnel assigned to the Communications Division OSO cannot be accomplished by 31 March 1948, it is desired that all replacements be procured, cleared, and assigned for this purpose by 30 June 1948 to the extent that the military overhead strength of this activity will be reduced not later than that date to the figures indicated in paragraph 1 above.

4. Further report of progress in this matter is desired on 31 March 1948.

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